



Publication Review Board Resume Guide

(U) PROTECTING CIA INFORMATION

Whether you are retiring or looking for a position outside CIA at any stage of your career, you must submit your resume to the Publications Review Board (PRB) for review prior to its use. The PRB will determine that the information in your resume is unclassified, and that it is appropriate for public dissemination. This guidance has been prepared to give you general guidelines on how to prepare your resume while protecting CIA equities and helping to expedite the review process.

(U) WHERE CAN YOU FIND APPROVED LANGUAGE?

The CIA's public website provides many examples of what can be said about the CIA in general. It is a particularly good source for descriptions of Agency careers. The IMS homepage on CIAlink also contains helpful information on getting your resume approved.

(U) WHEN SHOULD YOU SUBMIT YOUR RESUME?

You should submit your resume 30 days prior to when you actually need it. If you served in more than one Directorate, your resume may require additional coordination. Keep in mind that the PRB serves a very large population and has many competing priorities. Please allow us ample time to give your resume the time and attention it deserves.

(b)(3) CIAAct
(b)(3) NatSecAct

(U) HOW SHOULD YOU SUBMIT YOUR RESUME?

Write:

(b)(3) CIAAct

Internet:

Fax:

(b)(3) CIAAct

Classified fax:

(b)(3) CIAAct

(U) WHAT MUST YOU AVOID IN YOUR RESUME?

With few exceptions, no resume should include the following:

- C - countries
- A - agency specific training or agency status
- N - names (people, places)
- N - numbers
- O - office
- T - technical details

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General Information:

